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02	Add incremental funding in the amount of \$588,465.96 and add verbiage to section 14.0 of PWS.
01	<ol style="list-style-type: none">1. Workload increase to support paragraph 3.3.1 for base year through option year 4;2. Decrease ceiling amounts for Site Preparation (CLIN 008);3. Add FAR Clause 52.232-18 "Availability of Funds" to the task order; and4. Incorporate DD Form 254, Contract Security Classification Specification into the task order.

1.0 Introduction: Work is to be accomplished for the National Aeronautics and Space Administration, Stennis Space Center, (Hancock County) MS, herein referred to as Client, through the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Services Division, Southeast Sunbelt Region.

1.1 Background: In the aftermath of September 11, 2001, the President and Congress identified a critical national need for the secure collection, protection, and dissemination of critical information (CI) across federal, state, and local governments, and the private sector. The magnitude of this CI is enormous and its effective collection, management, synchronization, and secure dissemination requires innovative application of cutting edge Information Technologies (IT) at scales which exist today only in a select few of the world's most capable computing centers.

The establishment of the National Center for Critical Information Processing and Storage (NCCIPS) Center is a capability which directly supports several federal government organizations in a manner that meets their requirements.

Facility management, IT Systems Integration, and IT services are the predominant service components of this task order necessary to operate the computer equipment and related facilities equipment located within the data processing and storage centers. The largest project NCCIPS plans to support under this task is the Department of Homeland Security's (DHS) data center consolidation effort. Another significant customer is the Navy's DoD Supercomputing Resource Center (DSRC) located at Stennis Space Center, MS. Other client's currently utilizing NCCIPS include the Department of Transportation (DOT), and the NASA Shared Services Center (NSSC). It is anticipated that additional Government entities will transition to NCCIPS during the term of the task order and the existing client support will grow.

1.2 Objective: The objective of this acquisition is to acquire the services needed to manage, operate, maintain and grow the NCCIPS. NCCIPS is a complex, or campus, that incorporates multiple buildings and/or facilities on approximately 64 acres. The primary facility on the NCCIPS campus is a Tier III data center that supports critical IT processing and storage for multiple federal agencies under a shared services model. The task shall establish a managed services task order that will enable the Government to accomplish its integrated information sharing mission objectives, including maintaining and operating data

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center capabilities. The Government's overall objective in the data center environment is to provide large-scale, redundant, physically secure, scalable data center computing capabilities. This requirement mandates a turn-key solution to meet the various requirements of different customers from power to provisioning IT as a service. The contractor shall provide IT Facility (Tier III) operations and maintenance, IT Systems Integration, IT services, hardware, and software to support the NCCIPS Center. The effort required is a total solution which supports the data center itself and all ancillary facilities including administrative areas, storage areas, shipping and receiving facilities, and a telecommunications Point of Presence (POP) at building 9357. This POP represents a smaller version of the primary NCCIPS data center in that it contains a combination of raised floor data center space, administrative (office) spaces, and electrical and mechanical rooms which support the facility. NCCIPS requirements shall include, but are not limited to, designing, testing, and delivering IT and non-IT facilities support, materials, and skills, to accomplish small to large scale IT systems migrations, IT related products and services, personnel, materials, and organizational/operational processes to meet and/or exceed the PWS requirements.

1.3 Acronyms:

ACRONYM	DEFINITIONS
AED	Automated External Defibrillator
BAS	Building Automation System
CAD	Computer Aided Design
CI	Critical Information
CLIN	Contract Line Item Number
CMMS	Computerized Maintenance Management System
CO	Contracting Officer
COOP	Continuity of Operations
COR	Contracting Officer's Representative
CPR	Cardiopulmonary Resuscitation
CRAC	Computer Room Air Conditioners
DHS	Department of Homeland Security
DoD	Department of Defense
DOT	Department of Transportation
DSRC	DoD Supercomputing Resource Center
EOD	Entry on Duty
FFP	Firm Fixed Price
FTR	Federal Travel Regulation
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Material
HEPA	High Efficiency Particulate Arresting
HPC	High Performing Computing
IA	Information Assurance
IDS	Intrusion Detection System
IT	Information Technology
JTR	Joint Travel Regulation
LAN	Local Area Networks

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MSR	Monthly Status Report
NASA	National Aeronautics and Space Administration
NCCIPS	National Center for Critical Information Processing and Storage
NISPOM	National Industrial Security Program Operating Manual
NSSC	NASA Shared Services Center
NTE	Not to Exceed
O&M	Operations and Maintenance
OEM	Original Equipment Manufacturer
OSHA	Occupational Safety and Health Administration
NPR	NASA Procedural Requirement
PDU	Power Distribution Unit
PMP	Program Management Plan
POP	Point of Presence
PPE	Personal Protective Equipment
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
QCP	Quality Control Plan
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedures
UPS	Uninterruptible Power Supply
VOIP	Voice Over Internet Protocol
WAN	Wide Area Networks

1.4. List of Attachments:

- Attachment A: Facilities Infrastructure
- Attachment B: IT Systems
- Attachment C: Technical Direction
- Attachment D: DD Form 254
- Attachment E: Travel Expense Summary
- Attachment F: Wage Determination

2.0 Scope: The scope of this task order is to acquire Information Technology (IT) services, including IT facilities management, to support the NCCIPS Data Center, and ancillary facilities. Primary service components are IT facilities operation and maintenance, IT Systems Integration, and IT Services, but the scope also includes computer operations, infrastructure, hardware, software, maintenance, networking, and site preparation necessary to operate the computer equipment and related facilities management support located within the data processing and storage centers. There is significant potential to grow the NCCIPS program and lower the operation and maintenance cost for all of its customers.

2.1 Existing Computational and Operating Environment: The computational environment consists of the installed IT resources and a support infrastructure. The major categories of resources are:

- High Performance Computing and enterprise class computers, with associated software
- Support equipment, with associated software
- Mass storage archive servers, with associated software
- Networking/communications equipment with associated software
- Site preparation
- Facility equipment, which sustains the operation of the above.

A representative description of facilities infrastructure and IT systems is provided in Attachment A, and Attachment B respectively.

3.0 Technical Requirements (CLIN 001 – FFP (3.1 – 3.15)): The contractor shall provide, IT and non-IT facilities operations, maintenance, engineering and support, network administration, physical and information security support, inventory management, shipping and receiving, as well as maintenance of critical facilities infrastructure, and IT hardware, software and firmware in support of the various data storage and processing centers. The contractor may be required to provide additional technical on call support outside the Monday – Friday principal period of performance.

3.1 Program Management: The contractor shall provide program management support that will fully integrate, manage, control, and document all phases of the Task Order requirements. The contractor shall be the focal point for all issues in this Task Order and shall keep the Government fully informed both verbally and in writing. The contractor shall manage enterprise IT projects, involving large complex tasks that may involve multiple sites or multiple phases. Program Management should also include strategic planning which addresses long term initiatives, such as energy efficiency, life cycle management of critical infrastructure, and a strategy to optimize and grow the NCCIPS program by focused marketing to potential customers. NCCIPS is a shared services federal data center with available space for new customers. Focused marketing means targeting those federal customers with critical requirements to locate their IT assets at NCCIPS and lower the cost of operations and maintenance for all customers by doing so.

3.2 IT Facilities Engineering Analysis Support: The contractor shall provide facilities engineering analysis, and support services for the NCCIPS central site complex, POP at building 9357, and ancillary facilities to include the following:

- Operate and monitor NCCIPS environmental and power distribution systems in accordance with documented procedures and processes. Facility operations support services at the NCCIPS central site complex are required twenty four hours a day, seven days a week.
- Perform electrical and thermal load analysis to support various systems migrations.
- Perform assessments and maintenance of all facilities and make facilities related modifications and improvements as needed to support equipment installation and operation.

- Provide engineering support for definition and oversight design for site preparation of new facilities support systems construction. This entails design, oversight, and commissioning for NCCIPS facility enhancements.
- Oversee execution of site preparation changes by contractors to accommodate new or modified IT systems installations
- Maintain engineering documentation for NCCIPS as-built configurations used as the basis for any required design. This includes maintain accurate representations of the facility infrastructure via Computer Aided Design database and associated drawings.
- Provide sustaining engineering support for assessment and management of the current electrical, mechanical, and IT facilities support systems
- Define, document, and modify the currently installed NCCIPS as-built support configurations as required by ongoing modifications executed by the contractor or by other contractor modifications
- Provide engineering support for preventive and remedial maintenance to facility support systems, including support and maintenance of documented procedures for electrical and mechanical facility support systems
- Provide administrative support to include, but not be limited to preparation of deliverables, scheduling of meetings, recording meeting minutes, reserving meeting rooms, and producing reports

3.3 IT Facilities Monitoring Support: The contractor shall provide facility monitoring 24/7 for the NCCIPS central site complex and the POP at building 9357. The contractor shall provide monitoring and reporting on the status of the NCCIPS facilities on a 24X7X365 basis. It requires active monitoring of some sophisticated facility monitoring software applications such as a Supervisory Control and Data Acquisition (SCADA) system, and Building Automation Systems (BAS) which monitor all electrical and mechanical (HVAC) infrastructures respectively. Phone communications and radio communications shall be monitored continually to report on the status of the data center and the POP at building 9357.

- Possess at least a DOD Secret Clearance (Interim Secret is acceptable for short period of time)
- Facility Operations; Monitor facility via sophisticated software tools to ensure continuous, uninterrupted service to the NCCIPS customers. These systems include, but are not limited to a Schneider/Square D Supervisory Control and Data Acquisition (SCADA) system, and a Trane Building Automation System (BAS). Validate readings on facility equipment Uninterruptible Power Supplies (UPS), Power Distribution Units (PDUs), Chillers, Computer Room Air Conditioner (CRAC) units, etc., as directed by Facility Operations.
- Trained in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Electrical Room safety and use of the fire extinguishers.
- Provide “second person”, as needed, to facility operations staff responding to a facility emergency or malfunction in compliance with two-man rule per NCCIPS Safety Instructions.
- Assist Facility Operations lead in evacuation of NCCIPS facility in case of emergency and conduct roll call at designated muster site(s), if required.

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- Be trained in the use of and be able to operate the FE-25 discharge “abort” in all zones as well as the Master Abort located in the Facility Monitoring room.
- Reset fire alarm panels during emergencies, if directed by Fire Department or Facility Operations.
- Properly secure data center zones, if required (e.g., X09, alarms, Intrusion Detection Systems (IDS), etc.), as directed by Facility Operations.
- Coordinate with NCCIPS Computer/Network Operations and NCCIPS Physical Security Manager any planned maintenance on Facility Fire Suppression, Fire Detection, Access Control or Camera Monitoring systems and ensure appropriate Change Requests have been approved by the Configuration Control Board before ANY maintenance is performed on these critical facility systems.
- Maintain and report accurate daily logs
- Make structured physical rounds to assess the conditions at NCCIPS

3.3.1 Facility Monitoring

- Continually monitor NCCIPS facility and POP at building 9357 via installed cameras for signs of fire, smoke, equipment malfunction or security incident, and notify the Security Supervisor and Facility Operations Supervisor, as appropriate.
- Monitor Facility Operations fire detection and suppression IT systems. Per NCCIPS Safety and Fire procedures, notify Security Supervisor, Facility Operations Supervisor and Fire Department in case of emergency and engage Fire Suppression Abort, as appropriate, per NCCIPS SOPs.
- Per NCCIPS SOPs, staff the camera monitoring room in case of emergency. The camera operator positions will normally be occupied, with the exception of times for breaks, lunch, opening the bay doors, etc. At no time will there be less than one camera operator in position.
- Respond to and assist Facility Operations Supervisor in evacuation of NCCIPS facility in case of emergency and conduct roll call at designated muster site(s), if required.
- Be trained in the use of and be able to operate the FE-25 discharge “abort” in all zones as well as the Master Abort located in the Facility Monitoring room.
- Reset fire alarm panels during emergencies, if directed by Fire Department or Facility Operations.
- Monitor Facility Access Control IT system and update data to ensure only authorized personnel are granted access to facility areas and computing zones. Generate appropriate .txt or Excel file downloads, as requested by NCCIPS management.
- Operate Facility Access Control Badging IT system to collect required data and generate “smart” badges for facility access. Ensure Access Control IT system displays proper credentials for each issued badge. Ensure NCCIPS permanent and visitor badges are appropriately controlled, issued and logged. Ensure compliance with Physical Security and Facility Operations SOPs and notify on-site Security or NCCIPS Physical Security Manager immediately in case of any security incident or question.

- Assist armed security personnel with operation and oversight of Building 9323 and 9324 bay doors.
- In concert with Facility Operations, perform periodic walk-throughs of NCCIPS Facility, validating proper operation of access control IT system components, camera systems, and fire detection/suppression systems, and report any abnormal sounds, smells, smoke or IT/Facility system alarms to Facility Operations.
- Trained in CPR, AED, Electrical Room safety and use of the fire extinguishers.
- Properly open and secure data center zones, if required (e.g., X09, alarms, Intrusion Detection Systems (IDS), etc.), as directed by Facility Operations.
- Coordinate with NCCIPS Computer/Network Operations and NCCIPS Physical Security Manager any planned maintenance on Facility Fire Suppression, Fire Detection, Access Control or Camera Monitoring systems and ensure appropriate Change Requests have been approved by the Configuration Control Board before ANY maintenance is performed on these critical facility systems.
- Issue temporary visitor badges after hours.
- Responsible for proper access management at Building 9325.
- Issue and retrieve visitor badges, as appropriate.
- Maintain a list of all visitors who enter Building 9325.
- Direct visitors to the appropriate areas of the building being visited.
- May be required to use electronic databases.
- Inventory and maintain visitor badges.
- Backup camera operators and issue permanent badges per NCCIPS SOP, as needed.
- Respond to and assist Facility Operations Supervisor in evacuation of NCCIPS facility in case of emergency and conduct roll call at designated muster site(s), if required.

3.4 IT Services / Network Administration Support: The contractor shall provide IT Services and network administration in support of the NCCIPS central site complex and the POP at building 9357, to include the following:

- Support IT Systems Integration efforts
- Provide hardware and software maintenance for all designated IT equipment in support of the NCCIPS project, including, but not limited to, testing, installation, configuration, problem resolution/troubleshooting.
- Communications engineering, installation, and maintenance of local area networks (LANs) and wide area networks (WANs).
- Traffic volume measurement and analysis pertaining to implementation and support of the NCCIPS central site complex.
- Coordinate internal network configuration naming conventions and addressing procedures with the host activity campus network infrastructure management organization to ensure consistency.
- Coordinate enforcement of security and access policies for the internal network with the host activity campus network infrastructure management organization, to ensure consistency.
- Configuration management and maintenance of NCCIPS SCADA and Building Automation Systems, including code development

- Support a robust voice over Internet Protocol (VOIP) telephone system including 24X7 call center support
- Support a telecommunications Point of Presence (POP)

3.5 Electrical Operations Support: The contractor shall provide ongoing electrical support for the NCCIPS Tier III data center, the POP at building 9357 and associated facilities. All contractor personnel shall be certified electricians, and shall follow all Occupational Safety and Health Administration (OSHA) and NASA safety regulations (SCWI 8715.0006 Electrical Safety Program) in the execution of their duties, which include, but are not limited to,

- IT Facility Operations and Maintenance (electrical)
- IT System Integration support (electrical)
- Supporting the Design Department with facility enhancement / augmentation efforts (electrical).
- Electrical load analysis to support IT Systems Integrations,
- Installation and commissioning of Power Distribution Units
- Fabrication of electrical wiring assemblies
- Maintaining accurate electrical panel schedules
- Perform thermal imaging of critical electrical infrastructure
- Provide 24X7 facility support by certified electricians

3.6 Physical and IT Security Support: The contractor shall provide physical and information security consulting, planning and IT support for the NCCIPS central site complex and POP at building 9357 to include the following:

- Assist in planning and establishing policies for managing physical security and
- Information Assurance (IA) programs to protect the information, facilities, properties, and employees including computer security system and employee identification card system. The contractor shall manage the IT support for the above areas.
- Ensure that NCCIPS network and computer security is in compliance with Government directives. Implement and track the status of all security bulletins. Inspect NCCIPS assets for compliance with IA policy and accomplish corrective action. Assist in the preparation of Certification and Accreditation packages as directed. Perform security auditing. Promote IA awareness.
- Close coordination with NASA provided security contract is required.

3.7 IT Facilities Maintenance Support: The contractor shall provide all facility maintenance of the NCCIPS data center, POP at building 9357 and ancillary facilities. Support is required for the day to day running of the data center and scope covers all of the functional areas described under section 2.0, including, but not limited to,

- IT Systems Integration, Security, Fire Detection/Suppression and Life Safety
- Reconfiguration of existing IT and office space to support new customer initiatives
- Installation and repair of office and IT furniture
- Minor repairs to NCCIPS facility including walls, and drop ceiling

- Repairs to any defective door closures
- Cutting raised floor tiles to accommodate IT Systems Integrations
- General support for IT Systems installations including the removal of debris generated from these installations.
- Provide escort to uncleared visitors as required
- Repair IT facility infrastructure as required
- Provide minor cleaning and pressure washing
- Provide general support to all IT and non-IT projects at NCCIPS
- Contractors will require certification to operate a forklift and aerial man lift; training will be provided by the Government at no cost to the contractor.

3.8 IT Facilities Management Support: The contractor shall be responsible for the overall management of the NCCIPS Tier III data center, the POP at building 9357 and ancillary facilities. Their support includes, but is not limited to,

- Provide expertise, guidance, and direction to the other departments regarding ongoing Operations and Maintenance,
- Support IT systems integrations
- Oversee all corrective, remedial, and preventative maintenance activities.
- Provide design, oversight, and commissioning support for all data center facility enhancement projects.
- Track all maintenance activities in a Computerized Maintenance Management System (CMMS),
- Produce preventative maintenance schedules, and reports for both preventative and corrective maintenance activities,
- Routine diesel fuel (generator farm) testing and reporting.
- Work closely with third party Original Equipment Manufacturer (OEM) vendors to support critical facility infrastructure at the NCCIPS.

3.9 IT Project Management: The contractor shall be responsible for managing all projects at NCCIPS and the POP at building 9357. Management of these projects includes, but are not limited to,

- Operations and Maintenance (O&M) of IT and IT facility assets
- Manage IT facility enhancement projects to the data center
- Manage non-IT Facility enhancement projects
- Manage IT Systems Integrations
 - Develop Project Implementation Plans to meet customer requirements
 - Project Implementation plans must be developed within ten (10) working days from receiving the requirements.
 - Work with other NCCIPS functional groups to determine electrical and heat loads to accommodate new systems
 - Ensure costs and schedules developed are accurate and adhered to
 - Ensure all internal and customer Configuration Management procedures are followed during execution of Project Implementation Plan
- Manage both NCCIPS internal and customer generated projects
- Provide industry best practices in the management of projects

- Provide technical writing support for the creation and maintenance of critical facilities documentation
- Provide administrative support to include, but not be limited to preparation of deliverables, including Project Implementation Plans and schedules, scheduling of meetings, recording meeting minutes, reserving meeting rooms, and producing reports

3.10 Computer Aided Design (CAD) Support: The contractor shall provide support for a robust CAD program for the NCCIPS data center and the POP at building 9357. Support requires, but is not limited to,

- Maintain accurate sets of single line drawings of the facility
- Provide floor layouts, rack elevations and other drawings as required
- Proficient in the use of AutoCAD
- Field verification of assets is required

3.11 Asset Management Support: The contractor shall provide inventory management in support of the NCCIPS project, and the POP at building 9357 to include the following;

- Maintain an inventory of all designated equipment and provide inventory reports as required (reference NASA Procedural Requirement (NPR) 4100, NPR 4200); NPRs can be found at http://nodis3.gsfc.nasa.gov/main_lib.cfm
- Current inventory is over 6,000 line items and growing
- Dispose of communications-computer systems no longer needed or serviceable in accordance with Government requirements; reference NPR 4300; NPR can be found at http://nodis3.gsfc.nasa.gov/main_lib.cfm
- Schedule and perform property control audits and provide results to the Government
- References can be found at http://nodis3.gsfc.nasa.gov/main_lib.cfm

3.12 Inventory Control / Shipping and Receiving Support: The contractor shall provide support for a dedicated shipping and receiving facility in accordance with NASA Standard Operating Procedure. Accurate data base and tracking is required. The contractor shall provide the required support for this facility, and POP at building 9357 including but not limited to:

- Receive shipments of IT and other parts and equipment, supplies
- Inspect and report any damage
- Log assets into an asset tracking data base
- Deliver select assets to NCCIPS customers
- Maintain a chain of custody as assets are transitioned to the various NCCIPS customers.
- Generate reports and inventory as required
- Shall be forklift operator certified; training will be provided by the Government at no cost to the contractor.

3.13 Safety Support: The contractor shall be responsible for the overall safety posture of the NCCIPS and POP at building 9357. It includes, but is not limited to,

- Oversight of all operations and maintenance of NCCIPS
- Oversight of all IT facility enhancement projects
- Oversight of all IT Systems Integration projects
- Knowledge of all applicable laws, regulations, instructions, etc, to ensure the NCCIPS is in compliance with both Federal regulations (OSHA), as well as NASA regulations.
- Manage a robust safety training program in accordance with NPR 8715; NPR can be found at [http://nodis3.gsfc.nasa.gov/main lib.cfm](http://nodis3.gsfc.nasa.gov/main_lib.cfm) Contractor is required to comply with and all applicable NPR requirements.
- Ensure all personnel use proper Personal Protective Equipment (PPE)

3.14 Quality Assurance/Control Support: The contractor shall provide support for all aspects of quality control at the NCCIPS data center and POP at building 9357. This includes, but is not limited to, quality control of all routine deliverables such as;

- Floor plans, rack elevations, electrical panel schedules
- Inventory reports, Standard Operating Procedures, and routine data calls
- Oversight of the Configuration Control Board
- Management of Service Requests
- Maintain and manage a technical documentation library
- Management of the NCCIPS risk management matrix.
- Manage continual improvement processes at NCCIPS
- Provide technical writing support for the creation and maintenance of critical facilities documentation and deliverables
- Working knowledge of NASA Technical Library (TechDoc) application

3.15 Data Center Custodial Support: The contractor shall be responsible for specialized cleaning of the raised floor areas at the NCCIPS data center and the POP at building 9357. Special techniques required to maintain the integrity of the data center, include but are not limited to;

- High Efficiency Particulate Arresting (HEPA) vacuum cleaning of the computer racks at least weekly
- Vacuum computer room raised floor areas at least weekly
- Damp mop of the computer room raised floor areas at least weekly
- Dust mitigation and glass cleaning
- Data Center Raised Floor consists of approximately 86,000 sq. ft
- General custodial support of administrative areas and common areas (i.e. offices, bathrooms) as required.
- Administrative areas to be cleaned include six restrooms and thirty offices
- Offices and restrooms require routine cleaning of floors and walls
- All areas require removal of trash and recyclables

- Escort uncleared personnel when required

4.0 Surge Support (CLIN 0002 – Labor Hour): In the event of equipment failure, a hurricane or presidential declared disaster, a crew consisting of essential personnel is required to ensure continuous 24 hours a day, seven days a week operation. Surge support must be approved in advance (in writing) by the Contracting Officer's Representative (COR) or Contracting Officer (CO) or other authorized government approving official. This support will be based labor hour support: The ceiling amounts for Surge Support under this task order are **\$500,000 (increased \$50,000)**; breakdown is as follows:

- Base Period: \$50,000
- Option Period One \$100,000
- Option Period Two \$100,000
- Option Period Three \$100,000
- Option Period Four \$100,000
- **6 Month Extension \$50,000**

5.0 Performance Criteria Matrix:

PWS Ref	Deliverable or Required Services	Performance Standard (s)	Acceptable Quality Level (AQL)	Method of Surveillance
3.3	IT Facilities Monitoring	Respond to facility problems within 30 min of discovery. OEM response within 4 hours of discovery Problem resolved within 8 hours of discovery	98%	Periodic Inspection and Customer Compliant
3.4	IT Services	Normal Problem Resolution Network Availability	< 48 hours > 95%	Government inspections and Customer Complaint
3.8	IT Facilities Management	Contractor provided reports with costing	> 97% Identify critical facilities end of life NLT twelve months prior	Periodic Inspection
3.10	Computer Aided Design (CAD) Support	Accuracy of deliverables	95%	Government inspections
3.11	Asset Management Support	Compliance with government SOP	100%	Periodic Spot Inventory

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PWS Ref	Deliverable or Required Services	Performance Standard (s)	Acceptable Quality Level (AQL)	Method of Surveillance
3.15	Data Center Custodial Support	Customer complaints	95% of all facilities are without customer complaints for the month	Customer Compliant
12.4	Technical Direction	Compliance to Work Order Request. Timeliness and Quality	100% of work order completed	Government inspection and acceptance

6.0 Task Order Deliverables: The following schedule of milestones will be used to monitor timely progress on the task order. In this schedule, DOA designates “Date of Award”. The number of days referenced below is in calendar days unless otherwise noted.

Milestone/Deliverable	PWS Section Reference	Planned Completion/Due Date/Frequency	Deliver To
Program Management Plan	6.2.1	30 calendar days after start of task order and maintained thereafter	CO/COR via ITSS
Monthly Status Report	6.2.2	Ten (10) business days after the end of the SAIC accounting period for work performed the prior period	CO/COR via ITSS
Weekly Functional Activity Report	6.2.3	Weekly	COR via e-mail
Physical Security Plan	6.2.4	Updated annually or as plan changes or as requested by the Government	COR via ITSS
Security Accreditation Plan	6.2.5	Updated annually or as plan changes or as requested by the Government	COR via ITSS
Standard Operating Procedures Manual (SOP)	6.2.6	Updated annually or as procedures changes or as requested by the Government	COR via CD and letter notification via ITSS

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Backup, Continuity of Operations (COOP) and Disaster Recovery Plan	6.2.7	Updated annually or as plan changes or as requested by the Government.	COR via ITSS
Phase-Out Transition Plan	6.2.8	Six (6) months after award and updated annually thereafter	CO/COR via ITSS
Task Order related Working Papers and all Final Reports	6.2.8	Ten (10) calendar days after the last month of performance	CO/COR via ITSS
Initial Kickoff Meeting Minutes	6.2.9	Ten (10) workdays after the meeting.	CO via email
Quality Control Plan	6.2.11	Ten (10) calendar days after award of task order	CO via email
Informed of Organizational Conflict of Interest	19.0	Fifteen (15) day after start of task order	CO

The above list is intended to identify the primary management plans and deliverables under the Task Order. It is not intended to be an all inclusive list of all possible deliverables under the task.

Services under this Task Order will include services requested and controlled by means of work orders or production control logs which will delineate specific objectives, deliverables, desired completion time frames, and constraints. The contractor shall be responsible for delivering all end items specified in the work orders as well as the work control documentation. These items shall be provided to the COR, with a copy provided to the Contracting Officer.

Work order deliverables shall be contingent on the work order/technical direction (Attachment C) for a particular effort. For example, the form, content and required delivery for equipment installation shall be dependent on the scheduled shipping and type of system. The complexity of the system will dictate the complexity of the installation efforts which will in turn impact the complexity of the installation plan. Deliverables associated with work orders shall be described in the work order direction.

6.1 Method of Delivery: Documentation of deliverables shall be submitted through GSA's Web-Based Order Processing System (currently ITSS) for client approval. All deliverables shall be provided to the Government COR and the GSA Contracting Officer for review and acceptance. The contractor's Project Manager shall review, approve and sign all draft and final document deliverables. The contractor shall provide all deliverables in media and file formats required by the client.

6.2 Reports/Plans:

6.2.1 Program Management Plan: The contractor shall develop and maintain throughout the task order period of performance, a Program Management Plan (PMP), which shall be used as a foundation for technical, resource, production, and management planning. The initial PMP shall be due thirty (30) calendar days after start of task order and shall be maintained and updated thereafter. The PMP shall delineate the organizational structure and lines of communication from the contractor to the Government. The PMP shall describe the approach in managing all tasks related to this Task Order. The PMP shall include, but is not limit to, the following information:

- Schedule and Critical Milestones
- Task Dependencies and Interrelationships
- Communication Plan
- Key Deliverables
- Budget Information (for Reimbursable Items/Work Orders, etc)
- Risk Management
- Subcontract Management
- Quality Assurance (QA)/Quality Control (QC)
- Continuity of Operations (COOP) Information
- Strategic Planning

Where the contractor identifies deviations from the PMP, the contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the Government Contracting Officer's Representative (COR) and the GSA Contracting Officer (CO).

6.2.2 Monthly Status Report: The contractor shall provide a Monthly Status Report (MSR) within ten (10) business days after the end of the SAIC accounting period for work performed the prior period. This report shall analyze the current task order and provide task order accounting information. The MSR shall include, but is not limited to, the following elements:

- A summary of work performed by task functional area for the reporting period
- Milestones and updates against task activities
- Progress toward open efforts, including work orders
- New work started during the reporting period
- Work orders outstanding and completed including quoted price and final price
- Deliverables submitted or progress on deliverable products
- Brief summary of activity planned for the next reporting period.
- Updates to the PMP
- Total billed Labor hours for the month as well as cumulative hours for surge support
- Items (tools, supplies, and equipment, etc) purchased during the reporting period
- Travel costs and charges

The contractor shall also provide a rolled-up summary of the task order to date. The contractor shall also reconcile within the monthly report the above contractor provided information with each invoice such that they can be matched month-by-month.

6.2.3 Weekly Functional Area Activity Report: This report describes facility status, events, and actions taken.

6.2.4 Physical Security Plan: Plan shall be updated annually or as plan changes or as requested by the Government.

6.2.5 Security Accreditation Plan: Plan shall be updated annually or as plan changes or as requested by the Government.

6.2.6 Standard Operating Procedures Manual: Manual shall be updated annually or as procedure changes or as requested by the Government.

6.2.7 Backup, Continuity of Operations (COOP), and Disaster Recovery Plan. Plan shall be updated annually or as plan changes or as requested by the Government.

6.2.8 Phase-Out Plan: The contractor shall develop and implement a Task Order Transition Phase-Out Plan. This Phase-Out Plan is due not later than six months after task order award and updated annually thereafter. The minimum performance goals for this subtask are:

- The Task Order Transition Phase-Out Plan includes the tasks, schedule, and Government responsibilities to implement the transition of this task to a follow-on task order.
- The Task Order Transition Phase-Out Plan provides for an efficient and cost effective method and schedule to implement the transition.
- Task order transition activities have no impact on task order related performance or activities.

Upon task order completion, the Contractor shall assemble in an orderly and logical manner, and deliver to the Government, all working papers prepared during the contract term. These working papers shall include background studies, research documents, drawings, charts, diagrams, and any other documents developed at Government cost. Any final report(s) due shall be submitted within ten (10) calendar days after the last month of performance.

6.2.9 Initial Business and Technical (Kick-Off) Meeting: Within ten (10) business days following the task award date, contractor shall attend a Kick-Off Meeting to review task order goals and objectives, and to discuss technical requirements, administrative matters, security requirements, project transition, Government Furnished Information/Materials/Equipment (GFI/GFM/GFE), the milestone schedule, review cycles, and invoicing, etc. At the meeting the contractor shall present their plan for management of the task order. The meeting shall be attended by all contractor key personnel and shall be

held at the Government facility. The contractor shall provide meeting minutes to the GSA Contracting Officer no later than ten (10) workdays after the meeting.

6.2.10 Quality Control Plan: The contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR and CO for acceptance not later than ten (10) calendar days after award of task order. The CO will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar days start of task order.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

6.3 Inspection and Acceptance. Inspection and Acceptance: Section E of the contractor's Basic Contract is applicable to this Task Order and is hereby incorporated by reference.

6.3.1 Notice of Late Delivery: The contractor shall notify the Government COR and CO as soon as it becomes apparent to the contractor, that a scheduled delivery will be late. The contractor shall include the rationale for the late delivery, the expected date for the delivery and the project impact for the late delivery. The COR and CO will review the new schedule and provide feedback to the contractor. Such notification in no way limits the Government's right to any and all rights and remedies up to and including termination.

6.3.2 Draft Deliverables: The Government will provide written acceptance, comments and/or change requests, if any, within fifteen (15) work days from receipt by the Government of the draft deliverable. Upon receipt of the Government comments, the contractor shall incorporate the Government's comments and/or change requests and ~~to~~ resubmit the deliverable in its final form .

6.3.3 Basis of Acceptance: The basis for acceptance will be compliance with the requirements set forth in the task order, the contractor's quote and other terms and conditions of the task order. Deliverable items rejected shall be corrected.

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For software development, the final acceptance of the software program will occur when all discrepancies, errors or other deficiencies identified in writing by the Government have been resolved, either through documentation updates, program correction or other mutually agreeable methods.

Reports, documentation and narrative type deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the Government have been corrected. If a draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments to deliverables shall be incorporated in the succeeding version of the deliverable or the Contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within the task order, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the Government COR.

6.3.4 Scope of Inspection: All deliverables shall be inspected for content, completeness, accuracy and conformance to task order requirements. Inspection may include validation of information or software through the use of automated tools and/or testing of the deliverables, as specified in the task order. The scope and nature of this testing shall be sufficiently comprehensive to ensure the completeness, quality and adequacy of all deliverables. The Government requires a period of not to exceed thirty (30) work days after receipt of final deliverable items for inspection and acceptance or rejection. All notifications of rejection shall be accompanied with an explanation of the specific deficiencies causing the rejection.

6.3.5 Non-Conforming Products or Services: Non-conforming products or services will be rejected. Deficiencies shall be corrected by the contractor within ten (10) work days of the rejection notice. If deficiencies cannot be corrected within ten (10) work days, the contractor shall immediately notify the Government COR of the reason for the delay and provide an alternate corrective action plan within ten (10) work days of the rejection notice. Performance by the contractor to correct defects found by the Government as a result of quality assurance surveillance and by the contractor as a result of quality control, shall be at its' own expense and without additional reimbursement by the government.

6.3.6 Problem Resolution: The contractor shall bring problems, or potential issues, affecting performance to the attention of the COR and GSA CO as soon as possible. Verbal reports shall be followed up with written reports when directed. This notification does not relieve the contractor of its responsibility to correct problems for which they are responsible. The contractor shall work cooperatively with the Government to resolve issues as they arise.

7.0 Quality Assurance: The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government

personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

7.1 Past Performance Information. The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System (PPIRS).

8.0 Key Personnel: The Government desires that Key Personnel be assigned for the duration of the Task Order. The Government desires that the Program Manager (PM) and Facility Manager (FM) be assigned full time. The Government reserves the right to review resumes of key personnel candidates prior to their assignment. The Government will not pay any costs associated with removing existing key personnel from the task order. The following positions are considered key personnel with minimum qualifications:

- **Program Manager:** The Program Manager is a person, designated by the Contractor (at task order level), who has complete authority to act for the Contractor in every detail during the term of the task order. The Program Manager's physical location shall be at the NCCIPS facility. The Program Manager shall possess at a minimum at least 5 years of recent (within the past 7 years) experience in the management and supervision of IT facility operations and maintenance for facilities of the approximate size and complexity of the NCCIPS facility to be covered by this task order. Be able to analyze new and complex project related problems, create innovative solutions involving large complex tasks, strategic planning for long term initiatives, such as energy efficiency, life cycle management of critical infrastructure, and strategy to optimize and grow focusing on potential customers.
- **Facility Manager:** The Facility Manager (FM) is a person, designated by the Contractor, who has complete authority to act for the Contractor on a day-to-day basis at the work site. The Facility Manager's physical location shall be at the NCCIPS facility. The facility manager shall possess at least 5 years of recent (within the past 7 years) experience in directing operation and maintenance of equipment in a supervisory capacity for a facility of the approximate size, complexity, and other characteristics of the NCCIPS facility to be operated and maintained under this task order.

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The Offeror may propose other individuals, regardless of labor category, as "key personnel" whenever the individual performs a function or functions that the Offeror believes are critical to successful performance on any segment of this Task Order.

8.1 Non-Key Personnel: The impact of any changes to non-Key Personnel shall be that the team remains equal to or better than the original proposed team.

8.2 Key Personnel Substitution: The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. This notification shall be no later than ten (10) calendar days in advance of any proposed substitution and shall include justification (including resume(s) of proposed substitution(s) in sufficient detail to permit evaluation of the impact on Task Order performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel is substituted.

9.0 Expertise and Staffing: The contractor shall provide personnel with expertise to successfully perform this task. The contractor shall maintain a qualified staff at all times. The Contractor shall maintain a training program to ensure their staff is adequately trained and current on required skills, certifications and qualifications.

Contractor personnel shall demonstrate good communication skills and shall be flexible and adaptable in a dynamic environment. The contractor shall effectively participate in planning and strategy sessions. The contractor shall effectively interact with customers, resolve complaints and problems, and keep management properly informed as to operational issues, problems, future needs, and technological developments. The contractor shall work effectively alongside other contract analysts, network specialists, engineers and programmers.

Due to the criticalness of the functions being supported by this task order, all new positions (key or non-key) on this task order shall be staffed within 30 calendar days, and all replacement positions shall be staffed within 21 calendar days. The Contracting Officer must approve any exceptions to this staffing requirement. The government reserves the right to reject any substitutions.

10.0 Section 508 Compliance: All electronic and information technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194. This regulation (36 CFR 1194) implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov> .

The contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, and Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public

who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

11.0 Rights in Data: The architecture, implementation plan, unique capabilities, materials and other items designed and/or developed for this task order and related projects and the complete data rights to these items shall be the sole property of the U.S. Government.

All information derived and used for development is considered Government proprietary and shall not be used or shared and considered intellectual property of the U.S. Government and shall not be released. After completion and acceptance, all information held by the contractor shall be deleted from the contractor's system(s) and the contract Security Officer will validate in writing to the Government COR that all documentation and information derived from the contract has been purged from all systems, whether administrative or program related. Only the contractual and budgetary (cost, invoicing, etc) information required by law shall be retained by the contractor.

12.0 Task Order Terms and Conditions

12.1 Place of Performance: Work shall be performed on-site at the NCCIPS Center at Stennis Space Center, MS, and/or at and other designated location within the continental United States. NCCIPS may define other specific facilities within the continental United States, dependent on need, during performance of the requirements. The contractor is notified that some contractor employees may be working in off-site government or commercial facilities/areas with varying safety standards and conditions, such as where hazardous materials are stored or in use; construction zones; areas where heavy machinery and equipment are in use, etc. and employees must comply with safety codes, regulations and standards appropriate for the conditions.

12.2 Hours of Operation: The Contractor operational staffing plan shall be sufficient to support a seven day week, twenty-four hour per day work schedule including weekends and holidays. 24X7 staffing requirements are defined in Sections 3.3 IT Facilities Monitoring Support, and 3.5 Electrical Operations Support. Some critical personnel are required to be available by a government provided cellular telephone 24X7X365.

Staffing and shift rotation intervals will be in accordance with good business practice with concurrence from the COR. Additional operations services staffing may be required as additional computing resources (devices which require operator attention) are provided by the Integration Contractor and/or the Government.

Operational core hours are 9:00 AM to 3:00 PM Monday through Friday.

If surge support is required, the contractor shall complete an Authorization request and submit it to the COR or his designee for approval/disapproval. A copy of the completed document shall be furnished to the GSA Contracting Officer.

12.2.1 Observance of Legal Federal Holidays.

- (a) The on-site Government personnel observe the following holidays:

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New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the task order

12.3 Contracting Officer's Representative (COR) Designation: The Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor will receive a copy of the written designation.

Management of this task will primarily be performed by GSA through the COR. The COR will participate in project meetings, represent the CO in the technical phases of the work, and receive task order deliverables. The COR will provide technical assistance and clarification required for the performance of this task. The COR will not provide any supervision or instructional assistance to contractor personnel.

The COR is not authorized to change any terms or conditions of the task order. Changes in the task order requirements, price or terms and conditions can only be made by the CO via properly executed modifications to the task order.

12.4 Technical Direction: Performance of the work under this Task Order is subject to the technical direction (Attachment C) of the CO or COR. The term "technical direction" is defined to include, without limitation:

- Directions to the Contractor which fill in details or otherwise serve to accomplish the PWS.
- Provision of written information to the Contractor which assists in the interpretation of drawings, specifications or technical portions of the work description.
- Review and, where required by the Task Order, approval of technical reports, drawings, specifications and technical information to be delivered by the Contractor to the Government under the Task Order.

Technical direction must be within the scope of work stated in the Task Order. The COR does not have the authority to, and may not, issue any technical direction which:

- Constitutes an assignment of additional work outside the PWS;
- Constitutes a change as defined in the Task Order clause entitled "Changes";
- In any manner causes an increase or decrease in the total price or the time required for Task Order performance;
- Changes any of the expressed terms, conditions or specifications of the Task Order; or
- Interferes with the Contractor's right to perform the terms and conditions of the Task Order.

All technical directions will be issued in writing by the CO or COR.

The Contractor shall proceed promptly with the performance of technical directions duly issued by the CO or COR in the manner prescribed by this article and within his authority

12.5 Subcontractor Terms and Conditions: The prime contractor shall include all applicable terms and conditions in all subcontracting agreements.

13.0 Government Furnished Equipment (GFE) and Information: Government Furnished Information (GFI) and Government Furnished Equipment (GFE) will be provided as required by Government. All such GFI and GFE are the property of the Government. At no time do GFI and GFE belong to the contractor, and at no time may the Government be denied access to this equipment and data. All data on Government equipment shall be the property of the Government and the Government shall have full rights to use, disseminate, and dispose of the information.

Office space, office equipment, utilities and facilities required for the performance of this task will be provided by the Government. Government integration information and descriptions of hardware and software including workstations and related software tools necessary to perform all tasks under this PWS will be provided by the Government. This equipment includes the necessary individual workstations to perform the tasks identified in this PWS. Vehicles will be available for official travel on site when approved by the COR.

13.1 Software Made Available for Contractor's Use: The Government, from time to time, may make certain software acquired under license available to the Contractor for its use in the performance of this task order. The Contractor recognizes and acknowledges that such software or data contained therein may be proprietary and confidential to a third party.

The Contractor agrees that it and its employees will not use copy, disclose, modify, or reverse engineer such software except as permitted by the license and any other terms and conditions under which the software is made available to the Contractor.

The Contractor is not authorized to violate any software licensing agreement, or to cause the Government to violate any licensing agreement. If, at any time during the performance of this Task Order, the Contractor has reason to believe that its utilization of Government furnished

software may involve or result in a violation of the Government's licensing agreement, the Contractor shall promptly notify the CO, in writing, of the pertinent facts and circumstances. Pending direction from the CO, the Contractor shall continue to perform to the full extent possible without utilizing the software in question.

14.0 Reimbursable Costs: All reimbursable costs shall be authorized by the CO and/or COR and be in conformance with task order requirements. All the amounts are inclusive of ODC Multiplier/G&A. Materials must comply with FAR 52.232-7. Any actions (complete package) approved by the COR shall be uploaded as an "Action Memo" in ITSS by the contractor and addressed to CO/CAM for concurrence.

14.1 Travel (CLIN 003): Travel is anticipated during the performance of this requirement. Since the anticipated travel cannot be accurately forecasted, it shall be awarded on a reimbursable basis for actual allowable costs that apply over the life of the Task Order. All travel shall be in accordance with the Federal Travel Regulations (FTR) and the Joint Travel Regulations (JTR). Travel will be reimbursed at actual cost in accordance with the limitation set forth in FAR 31.205-46. Profit shall not be applied to travel costs. Local travel will not be reimbursed. The contractor shall ensure that the requested travel costs will not exceed the amount authorized in this task order. Travel shall be submitted through GSA's Web-Based Order Processing System (currently ITSS) for client approval. This is a reimbursable CLIN subject only to an ODC Multiplier.

14.1.1 Prior Approval: The following information shall be provided for approval:

- Traveler name
- Purpose of the trip
- Travel dates
- Location
- Estimated cost (lodging, lodging tax, M&IE, transportation (i.e. air fare, train, bus, rental car, fuel for rental car, private car mileage, tolls, parking, other related expenses)
- Identify the task order CLIN
- Identify estimated ceiling balance
- Be submitted in advance of the travel with sufficient time to permit review and approval

All travel shall be pre-approved in advance by the CO and/or COR and be in compliance with the task order and all other applicable requirements. The form must identify the traveler's name, travel dates, location(s), per diem rates, purpose of trip, all estimated expenses, and an estimate of the remaining travel budget after the travel being authorized is complete.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the trip purpose. Travel shall be scheduled during normal duty hours whenever possible. Airfare will be reimbursed for actual common carrier fares which are obtained by the most reasonable and economical means.

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The contractor shall provide a Trip Report for each trip associated with a travel approval. The contractor shall maintain a summary of all approved travel, to include at a minimum, the name of the traveler, receipts, location of travel, duration of trip, total cost of trip.

14.1.2 Travel for Contractor Personnel: Locations and duration of travel cannot be fully defined at this time. Therefore, ceiling amounts for contractor travel under this task order are \$145,000 (increased by \$15,000) (inclusive of G&A); breakdown is as follows:

- Base Period \$10,000
- Option Period One \$30,000
- Option Period Two \$30,000
- Option Period Three \$30,000
- Option Period Four \$30,000
- 6 Month Extension \$15,000

This is a reimbursable CLIN subject to the ODC Indirect Rate Multiplier.

14.2 Training (CLIN 004): Section H of the Basic Contract (Alliant) is applicable to this task order and is hereby incorporated. The Contractor is generally expected to maintain the professional qualifications and certifications of its personnel through on-going training. The Contractor shall not directly bill the Government for any training with following exceptions:

- When the Government has given prior approval for training to meet special requirements that are peculiar to its environment and/or operation;
- Limited training of contractor employees may be authorized when the Government changes hardware or software during the performance of this task order, and it is determined to be in the Government's best interest;
- The Government will not authorize training for contractor employees to attend Seminars, Symposiums, or User Group Conferences **unless** certified and approved by the CO and/or COR that the attendance is mandatory for the performance of the task requirements.

In the event the CO and/or COR has approved and paid for a contractor employee's training, reimbursement shall not be authorized for costs associated with retraining of any replacement Contractor shall retrain substituted personnel and shall retrain the substituted personnel at contractor's expense. Costs that are not authorized include, but are not limited to, labor, travel and any associated retraining expenses.

Travel may be required to fulfill the requirements of this task. Travel will be reimbursed at actual cost in accordance with the limitation set forth in FAR 31.205-46. The contractor shall ensure that the requested travel costs will not exceed what has been authorized in the task order.

Locations and duration of training cannot be fully defined at this time. All training must be authorized and pre-approved in advance by the CO and/or COR and be in compliance with the task order and all other applicable requirements. The form must identify the individual name,

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travel dates, location(s), per diem rates, purpose of trip, all estimated expenses, and an estimate of the remaining training budget after the training being authorized is complete.

The ceiling amounts for contractor training under this task order are \$100,000 (increased by \$10,000) (inclusive of G&A); breakdown is as follows:

- Base Period \$10,000
- Option Period One \$20,000
- Option Period Two \$20,000
- Option Period Three \$20,000
- Option Period Four \$20,000
- 6 Month Extension \$10,000

This is a reimbursable CLIN subject to the ODC Indirect Rate Multiplier.

14.3 Supplies (CLIN 005): The contractor may be required to obtain materials, supplies, personal protective equipment (PPE), etc for the performance of this task. Those materials must be associated with the overall functions being performed through this task order. The Contractor shall abide by the requirements of the FAR in acquiring supplies and/or materials. If a single item or aggregate item is anticipated to equal or exceed \$3,500, the Contractor shall obtain three quotes from suppliers and include documentation of these quotes. The Contractor shall maintain files in such a manner that the Contracting Officer could review them upon request to ensure compliance with federal procurement regulations. Materials shall comply with FAR 52.232-7 Payments Under Time-and-Materials and Labor Hour Contracts (Feb 2007). All supplies shall be authorized by the COR or other authorized approving official and be in compliance with the task order and all other applicable requirements.

The ceiling amounts for supplies under this task order are \$172,500.00 (increased by \$17,500) (inclusive of G&A); breakdown is as follows:

- Base Period \$15,000
- Option Period One \$35,000
- Option Period Two \$35,000
- Option Period Three \$35,000
- Option Period Four \$35,000
- 6 Month Extension \$17,500

This is a reimbursable CLIN subject only to an ODC Indirect Rate Multiplier.

14.4 IT Hardware and Maintenance (CLIN 006): The contractor may be required to obtain IT hardware and hardware maintenance for the performance of this task. The IT hardware and/or maintenance will be defined on the work order(s) issued to support various NCCIPS unique or project specific requirements. If a single item or aggregate item is anticipated to equal or exceed \$3,500, the Contractor shall obtain three quotes from suppliers and include documentation of these quotes. The Government is not obligated to satisfy its IT hardware or maintenance requirements through this task order, but if deemed in its best

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interest to do so, the need will be satisfied on a cost reimbursement basis allowing an ODC Indirect Rate Multiplier only. All IT hardware must be authorized by the COR or other authorized approving official and be in compliance with the task order and all other applicable requirements.

Please note that site preparation related to the installation of IT hardware is provided for separately in 14.6 below.

The ceiling amounts for IT Hardware and Maintenance under this task order are \$2,950,000 (Increased by \$350,000) inclusive of ODC Multiplier); breakdown is as follows:

- Base Period \$550,000
- Option Period One \$450,000
- Option Period Two \$500,000
- Option Period Three \$400,000 (M076 Decreased by \$150,000)
- Option Period Four \$700,000 (M076 Decreased by \$300,000)
- 6 Month Extension \$350,000.00

14.5 IT Software and Maintenance (CLIN 007): The contractor may be required to obtain IT software, software licensing and software maintenance for the performance of this task. The IT software and/or maintenance will be defined on the work order(s) issued to support various NCCIPS unique or project specific requirements. The Government is not obligated to satisfy its IT software or maintenance requirements through this task order, but if deemed in its best interest to do so, the need will be satisfied on a cost reimbursement basis allowing an ODC Indirect Rate Multiplier only. All IT software shall be authorized by the COR or other authorized approving official and be in compliance with the task order and all other applicable requirements. If a single item or aggregate item is anticipated to equal or exceed \$3,500, the Contractor shall obtain three quotes from suppliers and include documentation of these quotes.

The ceiling amounts for IT Software and Maintenance under this task order are \$875,000 (increased by \$25,000) (inclusive of ODC Multiplier); breakdown is as follows:

- Base Period \$450,000
- Option Period One \$150,000
- Option Period Two \$50,000
- Option Period Three \$150,000
- Option Period Four \$50,000
- 6 Month Extension \$25,000

14.6 Site Preparation (CLIN 008): The contractor may be required to provide necessary and integral IT-specific site preparation including monitoring, control safety, fire suppression, and upgrade electrical (and back-up) systems to ensure uninterrupted electrical service. Site preparation may also include environmental equipment (high-end HVAC units) and preparation (e.g. raised floor) which must be provided in existing facilities as part of the IT systems to be installed or maintained to provide capabilities to accomplish the client's mission. This work may include acquiring IT components, material and supplies such as

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network cabling, connectors, fiber channel switching modules, power supplies, network analysis modules, tape, electrical supplies, etc. needed to prepare areas for IT systems moving onto existing raised floor spaces. The site preparation will be defined on the work order(s) issued to support various NCCIPS unique or project specific requirements. The Government is not obligated to satisfy its site preparation requirements through this task order, but if deemed in its best interest to do so, the need will be satisfied on a Firm-Fixed-Price basis per basic contract Section B, and within the budget amount for the CLIN. Also, wages apply in accordance with FAR 22.4 Davis Bacon Act Wage Determination. All provisioning/site preparation must be authorized by the COR and be in compliance with the task order and all other applicable requirements. If a single item or aggregate item is anticipated to equal or exceed \$3,500, the contractor shall obtain three quotes from suppliers and include documentation of these quotes.

The ceiling amounts for Site Preparation under this task order are \$9,838,097.53 (Increased by \$1,075,043.00) (inclusive of G&A/ODC Multiplier); breakdown is as follows:

- Base Period \$1,352,004.84
- Option Period One \$1,007,179.46
- Option Period Two \$788,946.00
- Option Period Three \$3,464,838.23 (Decreased by \$550,000)
- Option Period Four \$2,150,086.00 (Increased by 1,000,000)
- 6 Month Extension \$1,075,043.00

14.7 Facility Equipment and Maintenance (CLIN 009): The contractor may be required to obtain Facility Equipment, and Equipment Maintenance (paragraph 3.16), etc for the performance of this task. The Facility Equipment and Maintenances to be defined on the work order(s) issued to support various NCCIPS unique or project specific requirements. If a single item or aggregate item is anticipated to equal or exceed \$3,500, the Contractor shall attempt to obtain three quotes from suppliers and include documentation of these quotes. The need will be satisfied on a Firm-Fixed-Price basis. The ceiling amounts for Facility Equipment and Maintenance under this task order are \$12,342,590.00 (increased by **\$1,285,690.00**) (inclusive of G&A/ODC Multiplier); breakdown is as follows:

- Base Year \$1,621,380
- Option Period One \$2,021,380
- Option Period Two \$2,621,380
- Option Period Three \$2,221,380
- Option Period Four \$2,571,380
- 6 Month Extension \$1,285,690.00

14.8 IT Facilities Infrastructure Maintenance: An extremely critical requirement of this task order involves the maintenance of critical IT facilities infrastructure. These facilities include redundant levels of conditioned and unconditioned power distribution, mechanical (HVAC), security, facility monitoring, life safety, and creature comfort. The contractor shall provide this maintenance on the following critical NCCIPS infrastructure; THESE

SERVICES WILL BE ISSUED AS A WORK ORDER IN ACCORDANCE WITH PARAGRAPH 12.4 OF PWS, AND UTILIZING CLIN 009

- **Trane:** Air cooled chiller strings, pumps, variable frequency drives (VFDs), VAVs, valves, etc.
- **Liebert:** 15 - 1000MW Uninterruptable Power Supplies, including battery strings, and Computer Room Air Conditioner (CRAC) units
- **Siemens:** Access Control, Life Safety, Surveillance
- **Kohler:** Tampa Armature Works is currently the OEM authorized service provider for generators and switchgear
- Infrastructure maintenance to support the 2nd POP at building 9357

15.0 Privacy Act: Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

16.0 Personnel Security: All personnel assigned to this task order shall be U. S. citizens and shall have a minimum of a SECRET Clearance. After task order award some key positions may require a TOP SECRET Clearance and/or a Special Scope Background Investigation (SSBI).

The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification (Attachment D). The Contractor shall also abide by the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service.

Reimbursement of all applicable costs associated with obtaining necessary security clearances shall be an indirect cost and not direct billed. If the task order is cancelled prior to the negotiated start date, the Government will reimburse the Contractor for all applicable costs associated with obtaining personnel security clearances required under the task order.

16.1 Employment Eligibility: Subject to existing law, regulations, and/or other provisions of this task order, illegal or undocumented aliens shall not be employed in any and all subcontracts or subordinate agreements issued in support of this task order.

16.2 Continued Eligibility: The Government reserves the right to deny and/or restrict entrance to Government facilities, prohibit employees from assigned work under the task order, and deny and/or restrict the handling of classified and/or sensitive documents and/or material to any Contractor employee who the Government determines may present a risk to classified and/or sensitive Government information.

The Contractor shall report to the Government Security Office any and all adverse information brought to its attention concerning employees performing under this task order. The subsequent termination of employment of an employee does not obviate the requirement to submit this report.

16.3 Termination: The Government Security Office shall be notified of the termination of all personnel on this task order within five (5) days of occurrence. The Contractor shall return to the Contracting Officer's Representative (COR) all Government issued identification cards and building passes from terminated employees or that have expired. If an identification card or building pass cannot be returned, a report shall be submitted to the COR noting the card or pass number, the name of the employee to whom the card or pass was issued, and their last known location or disposition.

16.4 Security Management: The Contractor shall appoint an individual to serve as a Security Officer who shall interface with the Government Security Office through the COR on all security matters under this task order. This requirement is defined in Section 3.6

The COR and the Government Security Office shall inspect all procedures and facilities utilized by the Contractor to assure compliance with the security requirements under this task order. Should the COR or the Government Security Office determine the Contractor is not in compliance with the security requirements of the task order, the Contracting Officer shall notify the Contractor in writing of the appropriate action that must be taken to rectify this non-compliance. Failure to comply with the security requirements of the task order could result in the task order termination action by the Contracting Officer.

16.5 Suitability Determination: The Government will exercise full control over granting, denying, withholding, or terminating unescorted facility access and/or the handling of classified or sensitive Government information to Contractor employees. The Government may appropriate, authorize, and grant a favorable entry on duty (EOD) based on a preliminary security investigation that would allow employees to start work under this contract prior to the completion of a full security investigation. No Contractor employee shall be allowed unescorted access to a facility without a favorable EOD decision or suitability determination by the Government Security Office. Contractor employees assigned to the task order not requiring access to classified or sensitive Government information or requiring access to Government facilities will not be subject to security suitability screening.

Contractor employees waiting for an EOD decision may work on the task order provided they do not have access to sensitive Government information. Limited access to Government buildings is allowable prior to the EOD decision if the Contractor employee is escorted by a Government employee or an authorized cleared Contractor employee.

16.6 Information Technology Security Training and Oversight: All Contractor employees using Government automated systems or processing sensitive information shall be required to receive Security Awareness Training at least annually. Contractor employees with significant security responsibilities shall annually receive specialized training specific to their responsibilities. The level of training shall be certified to be commensurate with the employees' duties and responsibilities.

17.0 Personal Service: The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

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To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract, the contractor shall adhere to the following guidelines in the performance of the task:

- Contractor provides for direct supervision of all contract employees assigned to the task.
- Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- Ensure close communication/coordination with the GSA Co and COR, reporting problems to the COR as they occur (not waiting for a monthly meeting).
- Do not permit government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government job.
- Do not assign contractor personnel to work under direct government supervision.
- Maintain a professional distance from government employees.
- Provide contractor employees with badges, if appropriate, identifying them as contractors.
- Ensure proper communications with the government (technical discussion and government surveillance is okay, but the Government cannot tell the contractor how to do the job).
- Assign a task leader to the task order. The task leader or alternate should be the only one who accepts tasking from the assigned Government point of contact or alternative.
- The government has the right to reject the finished product or result and this does not constitute personal services.
- When travel is required for the performance on a task, the contractor personnel are only to travel as directed by their contract management.

18.0 Task Order Funding: It is anticipated that the task order will be incrementally funded per clause NFS 1852.232-77 Limitation of Funds (Fixed- Price Contract).

18.1 Incremental Funding – Time and Materials/Labor Hours: The project may be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

18.2 Liquidated Damages: Liquidated damages may only be included in specific fixed-price portions of this Task Order (such as work orders for site preparation).

19.0 Organizational Conflict of Interest: In accordance with FAR 9.505-4, whereas performance of this task order PWS may require access to proprietary data of other companies, the contractor must agree with the other companies to 1) protect their information from unauthorized use or disclosure for as long as it remains proprietary, and 2) refrain from using the information for any purpose other than that for which it was furnished. Prior to accepting proprietary data, the contractor shall execute agreements with the respective companies, which obligate the Contractor to protect the data from unauthorized use or disclosure. The Contractor shall furnish copies of these agreements to the Contracting Officer prior to accepting proprietary data. The Contractor further agrees that such proprietary data shall not be used in performing for the NASA additional work in the same field as work performed under this task order if such additional work is procured competitively.

For the purpose of this clause, the term “contractor” means the Contractor, its subsidiaries and affiliates, joint ventures involving the contractor, any entity with which the contractor may hereafter merge or affiliate, and any other successor or assignee of the contractor.

The Contractor shall, within fifteen (15) days after start of task order, provide in writing, to the Contracting Officer, a certification that all employees, agents and subcontractors involved in the performance of this task order have been informed of the provisions of this clause.

Any subcontractor which performs any work relative to this task order shall be subject to this clause. The Contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

If as part of this task order, the contractor provides acquisition support under this task order (including but not limited to requirements development, acquisition planning, advice to proposal evaluators, and/or evaluations of technical proposals), then the contractor (and any of its subcontractors, teaming partners, or similarly situated supporting entities) acknowledge and agree, subject to the Organization Conflict of Interest (OCI) Risk Mitigation procedures provided in this Section, to not submit a proposal (e.g., bid, quote, etc.) or provide any support (as a prime, subcontractor, team member, consultant, etc.) to any entity which is submitting any proposal for any solicitation that results from the work associated with the acquisition support provided by the contractor in this task order. Failure to abide by this clause could result in a potential OCI per FAR 9.5. All potential conflict of interest situations

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shall be handled in accordance with FAR 9.5. The contractor's attention is directed to this restraint clause which is consistent with and in accordance with FAR 9.507-1 and 9.507-2. The terms of this restraint clause are not subject to negotiation; however, any desired clarifications or explanations concerning this clause may be directed in writing to the Contracting Officer. The restraint imposed by this clause shall be for the duration of and limited to the last date of any period of performance (to include any option periods) of any task orders that may result from the work associated with the acquisition support provided by the contractor in this task order.

Relative to OCI Risk Mitigation procedures, the Contractor may submit a proposal or provide support to contractors submitting proposals for solicitations for requirements that may result from the work associated with the acquisition support on a resulting solicitation-by-solicitation basis, provided that: (1) Contractor successfully mitigates any actual or potential OCIs through the preparation and implementation of a pre-proposal OCI Risk Mitigation Plan; and (2) the Contracting Officer determines that the Contractor's OCI Risk Mitigation Plan is acceptable and approves Contractor's participation in the subject solicitation.

If this task requires the contractor to act on behalf of or provide advice with respect to (including any phase of) an agency procurement as defined in FAR 3.104-4; resultantly, all contractor personnel (to include employees, subcontractors, consultants and similarly situated persons) that will personally and substantially be involved in the contractor's performance of this task order shall execute and submit an "Employee/Contractor Non-Disclosure Agreement" Form that will be supplied upon request by the Contracting Officer. Execution and submission of this Form is required prior to the commencement of any work on such task order. The requirement to execute and submit such Form is equally applicable whenever replacement personnel, if any, are proposed under an ongoing task order.

In the event the Contractor, or any of its employees, agents, or subcontractors fail to comply with the provisions of this clause, such non-compliance shall be deemed a material breach of contract for which the Government reserves the right to terminate the task order for default and/or resort to such other rights and remedies as provided for under the basic contract and under the Federal law of contracts. Non-compliance with the provisions of this clause may also adversely affect the determination of contractor responsibility in future Government acquisitions.

20.0 Invoices and Payment Information

20.1 Payment: The contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the task order number in the ITSS Contract Registration (not the contractor's company or individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the Central Contractor Registration (CCR), <http://www.ccr.gov>. Mismatched information will result in rejected invoice and payments. The contractor shall provide the following information on each invoice submitted to ITSS and GSA Finance.

- Task Order Number: ID04120102
- Contract Number – must match ITSS

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- ACT Number: (To be provided upon award – block 4 of Form 300)
- Project Title: National Center for Critical information Processing and Storage (NCCIPS)
- Invoice Number – do not use any special character
- Remittance Address
- Period of Performance for Billing Period
- Point of Contact and Phone Number
- Charges, identified by deliverable or contract line item(s) number (CLIN), with a narrative description of the service performed. Reimbursable costs, ODCs, and other charges (ODC Multiplier) shall be broken out.
- Work Order Number and Title
- Charges for labor hours (i.e. CLIN 002) shall be broken out as follows:
 - (1) Skill Level Number, Associated Skill Level Name, and Employee Name
 - (2) Actual Hours Worked During the Billing Period
 - (3) Cumulative Hours by Period of Performance
 - (4) Hourly Rate
- Travel/Training expenses shall be submitted per MS Excel (Attachment E – Travel Expense Summary).
- Prompt Payment Discount, if offered
- Total Invoice Amount – must match the acceptance information posted in ITSS/GSA Finance and cannot exceed the current task order ceiling

20.2 Invoice Submittal: A proper invoice shall be submitted not later than ten (10) workdays after the end of the SAIC accounting period of each period after completion the task or deliverables. The invoice shall include the period of performance covered by the invoice and the CLIN number and name. A copy of the invoice must be posted in the GSA ASSIST portal (<https://portal.fas.gsa.gov>) as well as electronically to GSA Finance portal via (<http://www.finance.gsa.gov>). Invoice submissions received via hardcopy will automatically be rejected and require the vendor to re-submit electronically. The Client Representative/COR and GSA Contract Specialist must approve the invoice in ITSS prior to payment. The invoice information posted in ASSIST must match the invoice information submitted to GSA Finance Center to initiate a receiving report. The payment information must be a three-way match with ITSS/ASSIST, GSA Finance Center, and SAM for the invoice to be successfully processed for payment.

Original invoices shall be marked (stamped) “Original Copy” and submitted to GSA. For revised invoices, the Contractors should provide: 1) a distinguishing invoice number, 2) a brief explanation and 3) a cross reference to any previous invoice submission(s) for purposes of tracking and avoiding duplicate payments. The contractors can distinguish revised invoices by inserting an "R" at the end of the original invoice number, i.e. Inv123456 (original), Inv123456R (revised).

Charges shall not exceed the authorized cost limits established for the task order. The government will not pay any unauthorized charges.

Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.

20.3 Task Order Closeout: The contractor shall submit a final invoice within forty-five (45) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

FAR/NFS/GSAM CLAUSES AND PROVISIONS

21.0 Task Order Clauses: Section I of the contractor's Basic Contract is applicable to this task order and is hereby incorporated by reference. In addition the following clauses apply.

FAR 52.252-2 Clauses Incorporated by Reference (Feb 1998). This task order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://farsite.hill.af.mil/VFFAR1.HTM>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

Clause	Title	Date
52.204-2, Alt II	Security Requirements	Aug 1996
52.204-9	Personal Identity Verification of Contractor Personnel	Jan 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	Feb 2012
52.222-41	Service Contract Act of 1965	Nov 2007
52.222-54	Employment Eligibility Verification	Jan 2009
52.227-14	Rights in Data – General	Dec 2007
52.232-7	Payments Under Time-and-Materials and Labor-Hour Contracts	Feb 2007
52.237-3	Continuity Of Services	Jan 1991
52.232.18	Availability of Funds	Apr 1984
52.244-2	Subcontracts	Oct 2010
52.245-1	Government Property	Aug 2010
52.246-2	Inspection of Supplies – Fixed Price	Aug 1996
52.246-4	Inspection of Services – Fixed Price	Aug 1996
52.246-6	Inspection of Services – Time and Material and Labor Hour	May 2001
52.251-1	Government Supply Sources	Apr 2012

21.1 52.217-8 -- Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days within which the Contracting Officer may exercise the option.

(End of Clause)

21.2 Clauses Applicable to CLIN 008 (Site Preparation) Work Orders:

Clause	Title	Date
52.211-12	Liquidated Damages – Construction	Sep 2000
52.211-12	Time Extensions	Sep 2000

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52.222-6	Davis-Bacon Act	Jul 2005
52.222-7	Withholding of Funds	Feb 1988
52.222-8	Payrolls and Basic Records	Jun 2010
52.222-9	Apprentices and Trainees	Jul 2005
52.222-10	Compliance with Copeland Act Requirements	Feb 1998
52.222-11	Subcontracts (Labor Standards)	Jul 2005
52.222-12	Contract Termination-Debarment	Feb 1988
52.222-13	Compliance with Davis-Bacon and Related Act Regulations	Feb 1988
52.222-14	Disputes Concerning Labor Standards	Feb 1988
52.222-15	Certification of Eligibility	Feb 1988
52.222-16	Approval of Wage Rates	Feb 1988
52.222-26	Equal Opportunity	Mar 2007
52.222-27	Affirmative Action Compliance Requirements for Construction	Feb 1999
52.222-30	Davis Bacon Act – Price Adjustment	Dec 2001
52.223-3	Hazardous Material Identification and Material Safety Data	Jan 1997
52.225-9	Buy American Act—Construction Materials	Sep 2010
52.225-11	Buy American Act—Construction Materials under Trade Agreements	May 2012
52.225-12	Notice of Buy American Act Requirement—Construction Materials under Trade Agreements	Feb 2009
52.227-4	Patent Indemnity – Construction Contracts	Dec 2007
52.228-15	Performance and Payment Bonds – Construction	Oct 2010
52.232-5	Payments under Fixed-Price Construction Contracts	Sep 2002
52.232-27	Prompt Payment for Construction Contracts	Feb 2007
52.236-1	Performance of Work by Contractor	Apr 1984
52.236-2	Differing Site Conditions	Apr 1984
52.236-3	Site Investigation and Conditions Affecting the Work	Apr 1984
52.236-5	Material and Workmanship	Apr 1984
52.236-6	Superintendence by the Contractor	Apr 1984
52.236-7	Permits and Responsibilities	Nov 1991
52.236-8	Other Contracts	Apr 1984
52.236-9	Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements	Apr 1984
52.236-10	Operations and Storage Areas	Apr 1984
52.236-11	Use and Possession Prior to Completion	Apr 1984
52.236-12	Cleaning Up	Apr 1984
52.236-13	Accident Prevention	Nov 1991
52.236-14	Availability and Use of Utility Services	Apr 1984
52.236-15	Schedules for Construction Contracts	Apr 1984
52.236-18	Work Oversight in Cost-Reimbursement Construction Contracts	Apr 1984
52.236-19	Organization and Direction of the Work	Apr 1984
52.236-27	Site Visit (Construction)	Feb 1995

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52.242-14	Suspension of Work	Apr 1984
52.243-4	Changes	Jun 2007
52.246-12	Inspection of Construction	Aug 1996
52.246-21	Warranty of Construction	Mar 1994
52.249-10	Default (Fixed Price Construction)	Apr 1984

21.3 GSAM CLAUSES INCORPORATED BY REFERENCE

Clause	Title	Date
552.215-70	Examination of Records by GSA	Feb 1996

21.4 NFS (NASA) CLAUSES INCORPORATED BY REFERENCE

Clause	Title	Date
1852.203-70	Display Of Inspector General Hotline Posters	Jun 2001
1852.204-75	Security Classification Requirement	Sep 1989
1852.204-76	Security Requirements For Unclassified Information	May 2007
1852.208-81	Restriction on Printing and Duplicating	Nov 2004
1852.209-71	Limitation of Future Contracting	Dec 1988
1852.211-70	Packaging, Handling, and Transportation	Sep 2005
1852.216-89	Assignment And Release Forms	Jul 2007
1852.223-70	Safety and Health	Apr 2002
1852.223-74	Drug- And Alcohol-Free Workplace	Mar 1996
1852.223-75	Major Breach of Safety or Security	Feb 2002
1852.225-70	Export Licenses	Feb 2000
1852.227-70	New Technology	May 2002
1852.237-70	Emergency Evacuation Procedures	Dec 1988
1852.237-72	Access To Sensitive Information	Jun 2005
1852.237-73	Release of Sensitive Information	Jun 2005
1852.242-70	Technical Direction	Sep 1993
1852.242-72	Observance of Legal Holidays	Aug 1992
1852.242-78	Emergency Medical Services And Evacuation	Apr 2001
1852.245-71	Installation – Accountable Government Property	Jan 2011
1852.245-73	Financial Reporting of NASA Property in the Custody of Contractors	Jan 2011
1852.246-72	Material Inspection and Receiving Report (Fill-in <u>3</u> copies and <u>2</u> copies)	Aug 2003

21.5 1852.232-77 Limitation of Funds (Fixed- Price Contract) (Mar 1989)

(a) Of the total price of items Base Year, Option Year 1, Option Year 2, Option Year 3, Option Year 4, and service extension the sum of **\$68,461,477.06**.

is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract in accordance with the following schedule, until the total price of said items is allotted:

SCHEDULE FOR ALLOTMENT OF FUNDS	
Base Year	
1/29/2013	\$97.56

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3/28/2013 (Mod 01)	\$2,490,724.43
4/18/2013 (Mod 02)	\$588,465.96
5/23/2013 (Mod 04)	\$118,324.68
6/26/2013	\$92,461.53
Mod 06	\$380,049.89
Mod 07	\$573,871.13
Mod 08	\$2,999,747.54
Mod 09	\$975,476.02
Mod 10	\$175,552.83
Mod 12	\$252,691.18
Mod 13	\$2,453,209.25
Mod 15	\$896,263.80
Mod 16	\$860,107.70
Mod 18	\$551.70
Mod 19	-\$47,900.83
Mod 23	\$5,628.86
Mod 29	-\$389,491.01
Mod 36	-\$339,258.72
Mod 48	-\$34,999.89
Mod 69	-\$0.09
Total Funded	\$12,051,573.52

SCHEDULE FOR ALLOTMENT OF FUNDS	
Option Year 1	
Mod 16	\$2,170,572.01
Mod 18	\$1,261,430.13
Mod 21	\$958,548.49
Mod 22	\$282,546.91
Mod 23	\$1,037,894.33
Mod 24	\$1,388,788.11
Mod 26	\$1,471,611.22
Mod 27	\$353,061.53
Mod 28	\$944,692.87
Mod 29	\$1,381,114.64
Mod 30	\$34,657.46
Mod 31	\$305,268.36
Mod 52	\$58,628.69
Mod 54	(\$72.26)
Total Funded	\$11,648,742.49

SCHEDULE FOR ALLOTMENT OF FUNDS	
Option Year 2	
Mod 30	\$349,064.69

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Mod 31	\$2,290,158.62
Mod 32	\$316,939.43
Mod 33	\$844,121.29
Mod 36	\$339,258.72
Mod 37	\$19,107.24
Mod 38	\$1,546,468.13
Mod 39	\$1,630,768.46
Mod 40	\$34,407.80
Mod 41	\$61,054.74
Mod 42	\$1,172,139.14
Mod 44	\$381,751.76
Mod 46	\$108,111.55
Mod 47	\$1,095,376.47
Mod 48	\$34,999.89
Mod 49	\$32,165.88
Mod 51	\$350,372.23
Mod 52	\$478,048.78
Mod 57	\$643,902.44
Mod 80	(\$2.07)
Total Funded	\$11,728,215.24

Quote Option Year 3:	\$14,596,851.73
SCHEDULE FOR ALLOTMENT OF FUNDS	
Option Year 3	
Mod 49	\$1,184,062.25
Mod 51	\$1,469,082.44
Mod 52	\$266,485.52
Mod 53	\$227,808.38
Mod 55	\$1,924,969.75
Mod 57	\$727,927.78
Mod 58	\$389,234.57
Mod 60	\$2,963,068.43
Mod 61	\$30,898.27
Mod 62	\$1,531,097.16
Mod 64	\$755,106.67
Mod 65	\$272,859.51
Mod 67	\$1,432,470.60
Mod 68	\$1,038,044.50
Mod 76	0.00

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Mod 80	(\$411.49)
Mod 85	(\$237.94)
Total Funded	\$14,212,466.40

Quote Option Year 4:	\$14,082,536.97
SCHEDULE FOR ALLOTMENT OF FUNDS	
Option Year 4	
Mod 68	\$20,238.19
Mod 69	\$2,472,816.09
Mod 71	\$415,126.74
Mod 72	\$2,564,271.57
Mod 73	838,751.73
Mod 74	3,081,698.97
Mod 75	1,719,274.40
Mod 76	0.00
Mod 77	\$909,090.37
Mod 78	\$1,491,985.67
Mod 80	\$117,453.00
Mod 81	\$67.40
Mod 82	(\$25,816.82)
Mod 85	(\$268,392.81)
Mod 86	(\$181,607.19)
Total Funded	\$13,184,957.32
TBD	\$897,579.65

6 Month Extension	\$7,041,268.49
SCHEDULE FOR ALLOTMENT OF FUNDS	
6 Month Extension	
Mod 79	\$1,397,274.60
Mod 81	\$348,399.46
Mod 82	\$651,683.01
Mod 83	\$241,109.34
Mod 84	\$2,691,768.51
Mod 85	\$413,543.22
Mod 86	(\$108,256.05)
Total Funded	\$5,635,522.09
TBD	\$1,405,746.40

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(b) The Contractor agrees to perform or have performed work on the items specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c)(1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until ____.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.

(4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

(d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of paragraphs (b) and (c) of this clause shall apply to these additional allotted funds and the substituted date pertaining to them, and the contract shall be modified accordingly.

(e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the Contractor incurs additional costs or is delayed in the performance of the work under this contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.

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- (f) The Government may at any time before termination, and, with the consent of the Contractor, after notice of termination, allot additional funds for this contract.
- (g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the items set forth in paragraph (a) of this clause. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.
- (h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.
- (End of clause)**

**21.6 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND
PATENT REPRESENTATIVE (NFS 1852.227-72) (JUL 1997)**

(a) For purposes of administration of the clause of this contract entitled “New Technology” or “Patent Rights—Retention by the Contractor (Short Form),” whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

Title	Office/Address (including zip code)
New Technology Representative	Technology Utilization Officer NASA/John C. Stennis Space Center Stennis Space Center, MS 39529-6000
Patent Representative	Chief Counsel NASA/John C. Stennis Space Center Stennis Space Center, MS 39529-6000

(b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquiries or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a “New Technology” clause or “Patent Rights—Retention by the Contract (Short Form),” unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.375-3 of the NASA FAR Supplement.

(End of Clause)

21.7 LIMITATION ON EXECUTIVE COMPENSATION

The Office of Federal Procurement Policy (OFPP) Administrator issued a memorandum for the Heads of Executive Departments and Agencies via Federal Register Notice (Vol. 75, No.

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72), dated 15 April 2010, revising the benchmark limitation on executive compensation under Government contracts for contractor fiscal year 2010 to \$693,951. The \$693,951 amount is to be used for contractor fiscal year 2010 and any subsequent contractor fiscal years unless and until revised by OFPP. This amount is based on data from commercially available surveys of executive compensation. The data used the median (50th percentile) amount of compensation accrued over a recent 12-month period for the top five highest paid executives of publicly traded companies with annual sales over \$50 million. The limitation applies to the five most highly compensated employees at each home office and segment of a contractor. The limitation amount applies to contract costs incurred after January 1, 2010, under defense and civilian agency contracts, whether or not the contract was previously subject to a statutory limitation on compensation. Compensation in excess of the benchmark limitation is unallowable.

(End of Clause)

FAR CLAUSES INCORPORATED BY FULL TEXT

21.8 52.217-9 -- Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

(End of Clause)

**21.9 52.232-99 -- Providing Accelerated Payment to Small Business Subcontractors
(DEVIATION) (August 2012)**

This clause implements the temporary policy provided by OMB Policy Memorandum M-12-16, Providing Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

- (a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.
- (c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

(End of Clause)

21.10 52.204-99 System for Award Management Registration (August 2012)
(DEVIATION)

(a) *Definitions.* As used in this clause-

"Central Contractor Registration (CCR) database" means the retired primary Government repository for Contractor information required for the conduct of business with the Government.

"Commercial and Government Entity (CAGE) code" means-

- (1) A code assigned by the Defense Logistics Agency (DLA) Logistics Information Service to identify a commercial or Government entity; or
- (2) A code assigned by a member of the North Atlantic Treaty Organization that DLA records and maintains in the CAGE master file. This type of code is known as an "NCAGE code."

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number means the number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

"Registered in the SAM database" means that-

- (1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the SAM database;
- (2) The Contractor's CAGE code is in the SAM database; and
- (3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN Attachment, Page 1 of 4 validation to the Government as a part of the SAM registration process.

"System for Award Management (SAM)" means the primary Government repository for prospective federal awardee information and the centralized Government system for certain contracting, grants, and other assistance related processes. It includes-

- (1) Data collected from prospective federal awardees required for the conduct of business with the Government;
- (2) Prospective contractor submitted annual representations and certifications in accordance with FAR Subpart 4.12; and

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(3) The list of all parties suspended, proposed for debarment, debarred, declared ineligible, or excluded or disqualified under the nonprocurement common rule by agencies, Government corporations , or by the Government Accountability Office.

(b)

(1) The Contractor shall be registered in the SAM database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The SAM registration shall be for the same name and address identified on the contract, with its associated CAGE code and DUNS or DUNS+4.

(3) If indicated by the Government during performance, registration in an alternate system may be required in lieu of SAM.

(c) If the Contractor does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) A contractor may obtain a DUNS number-

(i) Via the internet at <http://fedgov.dnb.com/webform> or if the contractor does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The contractor should indicate that it is a contractor for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The Contractor should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

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(x) Company Headquarters name and address (reporting relationship within your entity).

(d) Reserved.

(e) Processing time for registration in SAM, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing.

(f) The Contractor is responsible for the accuracy and completeness of the data within the SAM database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate and complete. Updating information in the SAM does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer sufficient documentation to support the legally changed name with a minimum of one business day's written notification of its intention to-

(A) Change the name in the SAM database;

(B) Comply with the requirements of subpart 42.12 of the FAR; and

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer.

(ii) If the Contractor fails to comply with the requirements of paragraph (g) (1) (i) of this clause, or fails to perform the agreement at paragraph (g) (1) (i) (C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the SAM information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the SAM record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the SAM database. Information provided to the Contractor's SAM record that indicates payments, including those made by EFT, to an ultimate

recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Contractors may obtain information on registration and annual confirmation requirements via the SAM accessed through <https://www.acquisition.gov> or by calling 866-606-8220, or 334-206-7828 for international calls.

(End of Clause)

22.0 Task Order Provisions: Section H of the contractor's Basic Contract is applicable to this task order and is hereby incorporated by reference. In addition the following provisions apply. **FAR 52.252-1 -- Solicitation Provisions Incorporated by Reference (Feb 1998).** This task order incorporates one or more provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a provision may be accessed electronically at this address:

<http://farsite.hill.af.mil/VFFAR1.HTM>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

Provision	Title	Date
52.217-5	Evaluation of Options	Jul 1990

NASA PROVSIONS INCORPORATED BY FULL TEXT

22.1 SAFETY AND HEALTH PLAN (NFS 1852.223-73) (NOV 2004)

- (a) The offeror shall submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.
- (b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.
- (c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one (1) or more of the following conditions:
 - (1) The work will be conducted completely or partly on premises owned or controlled by the government.

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- (2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.
 - (3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).
 - (4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.
- (d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of provision)

23.0 Wage Determination: The Wage Determination referenced in Attachment F is incorporated into the Task Order.